

## SELF SERVICE CENTER

### PROCEDURES: HOW TO FILE YOUR ORDER TO MODIFY PARENTING TIME (Formerly known as "VISITATION") or PARENTING TIME AND CHILD SUPPORT and OTHER COURT PAPERS

- STEP 1**      **Make two (2) copies of the following documents:**
- ➔ ***"Order Modifying Parenting Time or Parenting Time and Child Support"***
  - ➔ ***"Parenting Plan"***
  - ➔ ***"Child Support Worksheet"*** (if you are asking to change support)
  - ➔ ***"Order of Assignment"*** and ***"Current Employer Information Sheet"*** (if you are asking to change support)
  - ➔ ***"Order Stopping Order of Assignment"*** and ***"Current Employer Information Sheet"*** (if you are asking to change support)
  - ➔ ***"Judgment Data Sheet"*** (if you are asking to change support)
- STEP 2**      **Make three (3) separate packets for the documents you copied:**
- Packet 1** should contain the following documents:
- ➔ **Original *"Order Modifying Parenting Time or Parenting Time and Child Support"***
  - ➔ **Original *"Parenting Plan"***
  - ➔ **Original *"Child Support Worksheet"*** (if applicable)
  - ➔ **Original *"Order of Assignment Order"*** and ***"Current Employer Information Sheet"*** (if applicable)
  - ➔ **Original *"Order Stopping Order of Assignment"*** and ***"Current Employer Information Sheet"*** (if applicable)
  - ➔ **Original *"Judgment Data Sheet"*** (if applicable)
- Packets 2 and 3** should each contain the following documents: (one for you and one for the other party)
- ➔ **Copy of *"Order Modifying Parenting Time or Parenting Time and Child Support"***
  - ➔ **Copy of *"Parenting Plan"***
  - ➔ **Copy of *"Child Support Worksheet"*** (if applicable)
  - ➔ **Copy of *"Order of Assignment Order"*** and ***"Current Employer Information Sheet"*** (if applicable)
  - ➔ **Copy of *"Order Stopping Order of Assignment"*** and ***"Current Employer Information Sheet"*** (if applicable)
  - ➔ **Copy of *"Judgment Data Sheet"*** (if applicable)
- If one of the parties is using the child support services of the Division of Child Enforcement (DCSE), you **must** send a copy of the proposed Order and attachments to the Attorney General assigned to the case.
- STEP 3**      **Take the documents to your court hearing for the judge to review and sign if he or she approves them.**